

# VENDOR DATA RECORD (VDR)

## Vendor Guidance

### Part I Vendor Business and Contact Information

1	Vendor Name	The name must match with the name the IRS associates with your TIN.
2	Doing Business As (DBA)	If you have a business name, trade name, doing business as name or disregarded entity name.
3	Address	Enter your street address, including Apt #, Suite #, Unit #, etc.
4	Address	Enter your City, State, and Zip Code.
5	Phone Number	Enter your phone number
6	Fax Number	If applicable.
7	Sales Personnel	If applicable.
8	Sales Personnel Email	If applicable.
9	Accounts Receivable Personnel	If applicable.
10	Accounts Receivable Personnel Email	If applicable.
11	Accepted Payment of the person/entity whose name is entered	

on Part 1 1, Vendor Name.

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	primary business with CSU East Bay	Check appropriate box(es) for the reason you are receiving a payment from the University.
3	Certification	If applicable.

### Part III Taxpayer Identification Number (TIN)

	Federal Employer Identification Number	Enter your 9 digit taxpayer identification number as appropriate.
	OR	
	Social Security Number	Enter your 9 digit taxpayer identification number as appropriate.

### Part IV Vendor

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## Frequently Asked Questions

**Why are you receiving a Vendor Data Record (VDR)?**

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**What electronic device can I use to fill-out the form?**

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**Who (or what) is a Vendor?**

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**What is “Doing Business As (DBA)”?**

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**What is a CA state tax withholding waiver?**

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**What is the Country of Residency?**

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**Why am I receiving the VDR form again when I just completed it?**

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